

SAMPLE TRANSMITTAL MEMORANDUM FOR INTERAGENCY AGREEMENT JOINT PROJECTS

SUBJECT: Transmittal of Joint Project Agreement for Clearance

This project is essential to the furtherance of NOS's programs, is of mutual interest to both parties and cannot be done as effectively without the participation of the other organization and NOS because XX
XX
XX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX. In addition, unless a waiver of any portion of the costs has been approved by the Under Secretary for Oceans and Atmosphere or designee, provide a statement that the cost for the project is apportioned equitably.

Attachment 5b

DRAFT

Who Will Accomplish the Work: Coastal Programs Division

Subject/Key Word: YOTO

New/Existing Agreement: New

Period of Performance: 1 yr (May 1, 1998 - April 30, 1999)

NOS Authority: Coastal Zone Management Act, 16 U.S.C. 1451-1464, DOC Joint Project

Authority, 15 U.S.C. 1525

Funding Organization Authority:XXXXXXXXXXXX

Number of FTE(s) Required: 1

Organization: N/ORM

If you have any administrative questions, please contact XXXXXXXXXX at 301-XXXXXXX.

Enclosure